



CITY OF PORTAGE LA PRAIRIE

POSITION DESCRIPTION

POSITION: WTP Operator Class IV	DEPARTMENT: Operations
JOB NUMBER: 3104 (UC)	DIVISION: Water Treatment
SUPERVISOR: Water Treatment Supervisor	DATE REVISED: July 2018

SUMMARY:

Under the direction of the Water Treatment Supervisor ensures the safe and effective monitoring and operation of processes and facilities for the water treatment division according to regulations and acts as operator in charge as required.

DUTIES:

1. Performs operational duties such as: monitoring meters, calibrating control devices, collecting samples, lab testing, answering phone inquiries, record, analyze, control and adjust chemical levels, etc. (OIT to Level 2 must contact a Level 3 or Level 4 to make any process changes)
2. Maintains records such as: month end reports, water tests, daily worksheets, lab reports, maintenance records for water treatment and water distribution systems.
3. Assists with maintenance and repairs on equipment such as lime slaker, motors, pumps, ozonator, clarifiers, etc. Prepares maintenance work orders.
4. Maintains the facility in a clean, orderly and secured condition
5. Order, record, unloads and stocks chemicals and other materials received.
6. Cleans and performs light maintenance on Water Treatment vehicles.

7. Conducts public information tours of the Water Treatment facilities.
8. Assists with coordinating outside contractors, when required.
9. Monitors & adjusts water distribution systems pumping requirements and communicates changes to manager.
10. Assist with training junior operators when required
11. Assists with developing and reviewing safe work procedures and standard operating procedures.

This description contains the elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties.

REQUIRED TO OPERATE EQUIPMENT SUCH AS:

Industrial and hand tools, pneumatic tools, lab equipment, SCBA, calculator, computer, snow blower, chain saw, photocopier, two-way radio, light duty vehicle.

EDUCATION AND EXPERIENCE FOR LEVEL 4 OPERATOR:

Completion of Grade 12;

4 years post-secondary education in a Science or related field

4 years operating experience with 2-year DRC time (direct responsible charge)

Class IV Provincial Certification in Water Treatment

Progression plan requirements for underfills and timeline are as follows:

Job Title	Education	Experience/Exam
WPCF/WTP Operator in Training (OIT)	<ul style="list-style-type: none"> ▪ Grade 12 and ▪ 2 years post-secondary education in an engineering, science or related field 	none
WPCF/WTP Level1 Operator	<ul style="list-style-type: none"> ▪ an additional 22.5 CEU 	<ul style="list-style-type: none"> ▪ Pass Level 1 exam ▪ 1-year experience ▪ Apply for Level 1 certification
WPCF/WTP Level2 Operator	<ul style="list-style-type: none"> ▪ an additional 22.5 CEU 	<ul style="list-style-type: none"> ▪ Pass Level 2 exam ▪ an additional 6 month of experience or 1.5 in total. ▪ Apply for Level 2 certification ▪ DRC time can start
WPCF/WTP Level3 Operator	<ul style="list-style-type: none"> ▪ an additional 22.5 CEU 	<ul style="list-style-type: none"> ▪ Pass Level 3 exam ▪ an additional 1.5 years of experience or 3 years in total. ▪ Continue to obtain DRC time ▪ Apply for Level 3 certification
WPCF/WTP Level4 Operator	<ul style="list-style-type: none"> ▪ an additional 22.5 CEU or a total of 4 years post-secondary education in an engineering, science or related field 	<ul style="list-style-type: none"> ▪ Pass Level 4 exam ▪ An additional 1.5 year of experience or 4.5 years in total ▪ Apply for Level 4 certification

Incumbent

Date

Incumbent's Non-Union Supervisor

Date

City of Portage la Prairie

Date

Canadian Union of Public Employees, Local 1002

Date